Lesson 80 Notes (Chapter 12)

**Shapes:** ready-made shapes & lines are available in *Illustrations Section, Insert Tab. (Insert, Shapes)*

* All formatting for shapes is on the *Drawing Tools, Format Tab.*
* Can also manipulate: Shape fill, shape outline (weight, style, color) and various other options.
* To add text: *Right-click on shape, Add Text.*

**Clip Art:** *Insert, Clipart.* To manipulate: *Picture Tools Format Ribbon.*